

If you need a PIN...

NOPS uses the same PIN number as the NASA Employee Benefits System (NEBS). If you lose, forget, or didn't receive your PIN — you can request one from your Benefits Representative/Specialist in the Human Resources Office. You will receive a replacement PIN by intra-center mail.



Why Should You Use NOPS?

- **Saves time.** NOPS eliminates the need for you to request paper copies by replacing them with user-friendly technology.
- **Cost Savings.** NOPS saves the Agency labor hours, distribution costs, and paper usage.
- **Convenient.** You may access NOPS from your office PC or home with a dial-in account at anytime—24 hours-a-day, 7 days-a-week—to review current organization information.
- **Reliable.** NOPS information is pulled biweekly from the Federal Personnel and Payroll System (FPPS).
- **Paperless.** In keeping with streamlining efforts to reduce paper, NOPS takes advantage of existing technology and is paperless.

Useful Websites

Employee Express

www.employeeexpress.gov

Federal Employees Health Benefits (FEHB)

www.opm.gov/insure/health/index.htm

Federal Employees Group Life Insurance (FGLI)

www.opm.gov/insure/life/index.htm

FirstGov

www.firstgov.gov

Life Events

<http://lifeevents.nasa.gov>

Medicare

www.medicare.gov

Office of Personnel Management (OPM)

www.opm.gov

Savings Bonds

www.publicdebt.treas.gov/sav/sav.htm

Social Security Administration

www.ssa.gov

Tax Information

www.irs.ustreas.gov

Thrift Savings Plan (TSP)

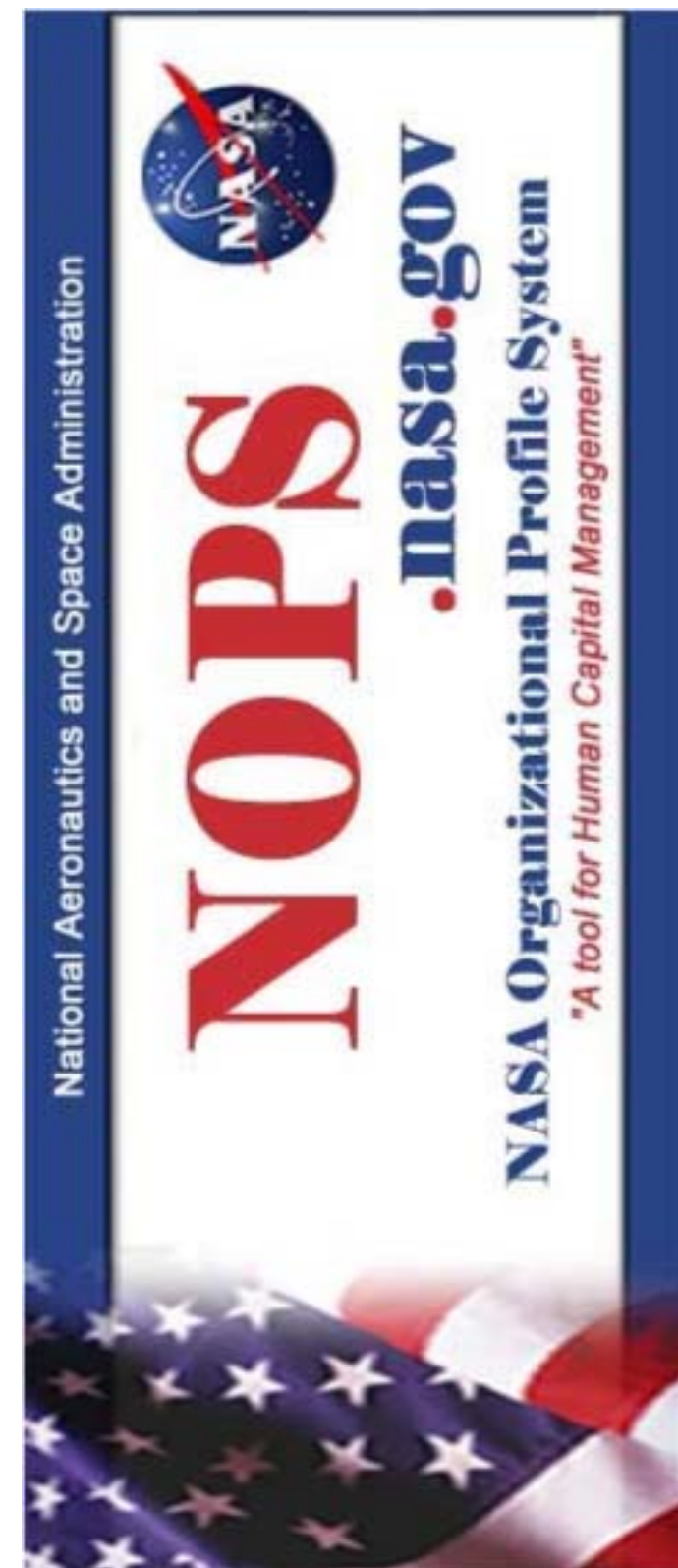
www.tsp.gov

NASAPeople

nasapeople.nasa.gov

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NASA Office of the Chief Information Officer
NASA Office of Human Resources &**

An E-Government Initiative of your NASA JSC HR Office





The NASA Organizational Profile System (NOPS) is a web-based tool that describes and reports key human resources management indicators for Center organizations.

It is intended to provide you with a concise, current report on organization and employee information needed to effectively manage your civil service workforce.

How Does It Work?

From the customer viewpoint...

- Enter the NOPS website on the JSC Human Resources Office Homepage.
- Click on the button: **Request Organization Profile**
- Enter **SSN** and **NEBS PIN**.
- Click on the **Login NOPS** button

For your assigned organization...

- Organization Profile Report is generated on-line in under 15 seconds — *with employee names*.

For organizations other than your own...

- You may access reports on-line for comparison purposes — *but without employee names*.

Key Features

1. **Secure system accessibility:** The system is accessible by supervisors and key staff members using the same password as you use to access your online NASA Employee Benefits Statement (NEBS).



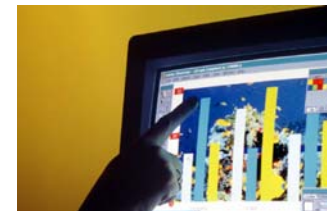
2. **Current and previous up-to-date data:** The information contained in your organization profile is extracted biweekly from the Federal Personnel & Payroll System (FPPS) and is current as of the date listed. The data is cumulative for the fiscal year. Previous year's reports (beginning with 2001) are accessible using the drop down selector.



3. **The data in your report is divided by category:** (e.g. Strength, Gains and Losses, Diversity, etc.)
 - The left hand column contains the data or calculations for the organization.
 - The right hand column is the label for that data.
 - Selected data elements also include a drop down menu that allows you to "View Names" associated with that data.

To view an explanation/definition of each data element, you may click on each section header.

4. **Chart your data:** You may easily chart the data within a section by clicking on the "MS Excel" button on the section header, selecting the data to be charted, and creating an Excel chart.



5. **Compare organizations:** By selecting the "Compare" button in each section header, you may also open an additional organization(s) or the entire center in order to compare your data.

If you need assistance...

- If you have a question about the accuracy of the data---please contact us through the feedback button.
- If you have a question on how to use the data in your human resources planning or management of your organization you may contact your [Human Resources Representative](#).



Please help us serve you better...

The NASA Organization Profile System (NOPS) will be continually improved based upon feedback from you. If you have any questions, comments, or suggestions please let us know.